FSB Role Description – FSW Lab. Manager (LM)

Roles & Responsibilities

- Is a member of the Flight Software (FSW) development team
- Reports to project Product Development Lead (PDL)
- Serves as Point of Contact between lab users and building FOM on facilities issues
- Coordinates lab usage schedules, and daily activities with flight software lead.
- Keeps up-to-date lab floor plans and equipment lists.
- Attends weekly Flight Software Status meetings, and project reviews as needed and provides status to the flight software lead.
- Maintains adequate physical lab security and assists in providing network support.
- Coordinates and supervises I&T of all internal/external deliverables to the lab.
- Verifies that lab users have ESD certification for working around sensitive hardware
- Works with Project Quality Assurance Personnel to coordinate ESD Training for lab users and
- ESD verification of lab
- Coordinates/directs System Administrators' work in lab. This includes installation of vendor-authorized patches, hot fixes or upgrades to maintain Operating System integrity.
- Maintains system logbooks that describes actions taken, by whom, date, etc. for each system
- Ensures restorable backups are done on a routine basis
- Participates in the planning of relocation and re-certification of testbeds and associated equipment.
- Follows all Information Systems Division practices as documented in NPG2810, and in the Code 580 Security Plan and the Code 580 System Management Policies and Procedures documents. Requests waivers when necessary.
- Participates in FSW development and test walk-through activities that require lab support.
- Manages lab property, including equipment calibration, repairs and/or maintenance
- Is responsible for the lab to be ready for use
- Coordinates procurements through projects
- Meets negotiated deadlines, demonstrates initiative, active in FSW team dynamics.
- Actively and routinely contributes to FSW end-product quality and risk mitigation.
- Performs all assignments according to FSW Branch processes, standards, and guidelines. Provides recommendations to the FSW Branch Standards CCB regarding desired improvements to approved and draft FSW Branch practices.
- Identifies the need for new FSW testbeds and facilities management

standards and processes.

- Provides recommendations to the FSW Branch Standards CCB regarding desired improvements to approved and draft FSW Branch standards and processes. Identifies the need for new FSW development, test, operations, and maintenance standards and processes.

Ownership and Approval Authority

The FSW Branch Head is the owner of this role description. The FSB Standards CCB has approval authority.

Change History

Version	Date	Change
1.2	06/30/06	DCR #172.
1.1	06/28/04	DCR #81 – change name from Position Description to Role Description.
1.0	01/14/04	Initial draft.